NTREIS Matrix User Manual

MetroTex Association of REALTORS®

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www.DFWRealEstate.com

www.DFWRealEstate.com/Matrix

Revised: 07.08.14

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System Requirements

NTREIS Matrix will work on desktop and laptop computers using most browsers (i.e. Internet Explorer, Chrome, Safari, etc). It will work on both Mac and Windows PCs as well as most tablets (i.e. iPads, Samsung Galaxy) and smart phones.

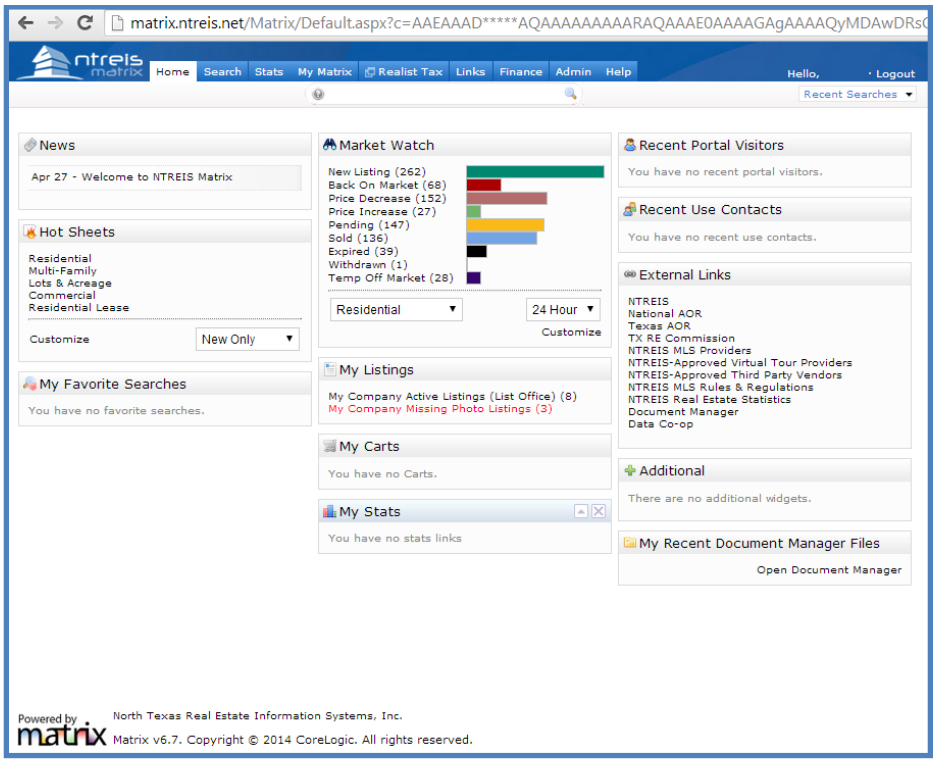
The conversion from NTREIS Listings to NTREIS Matrix will not affect the ZipForm, Realist Tax or Find modules.

NTREIS Matrix will be available as an option on the portal, but until then, it can be accessed from the MetroTex website: www.DFWRealEstate.com under the "Test Drive Matrix" link or at www.DFWRealEstate.com/Matrix.

A brief overview of NTREIS Matrix is available at the MetroTex Matrix page www.DFWRealEstate.com/Matrix or directly from YouTube http://goo.gl/CqQz47.

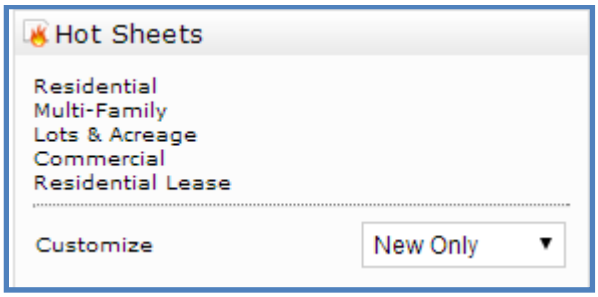
Home Screen

After logging in to NTREIS Matrix using the current MLS User ID and Password, the **Home Screen** loads.



Each of the boxes is a **Widget**.

For example, below is the **Hot Sheet** widget.



The widgets can be moved around the Home Screen or even removed, if desired.

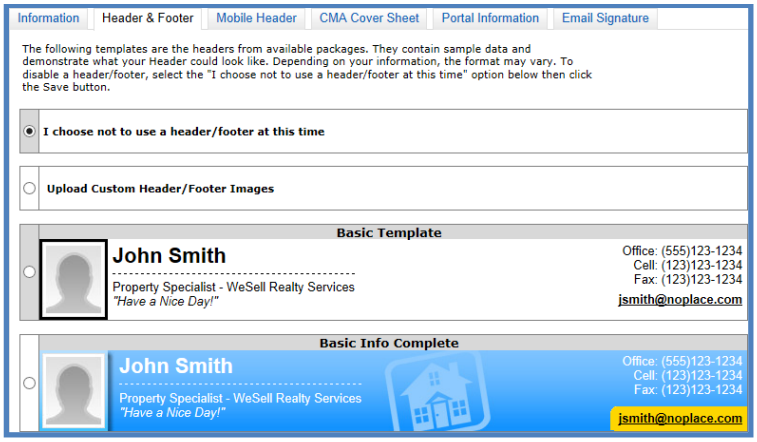
My Matrix

From the Home Screen, **My Matrix** can be accessed from the top Menu Bar.

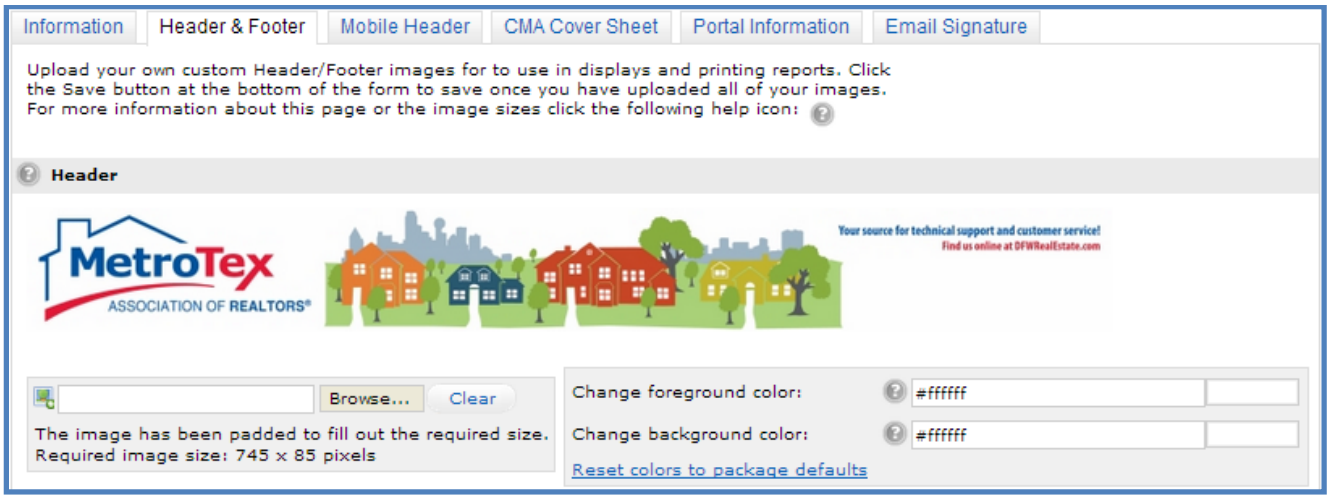
Under the **My Matrix** menu, **My Information** loads another menu.

Header & Footer

Under **Header & Footer**, the user can either use system-generated headers:

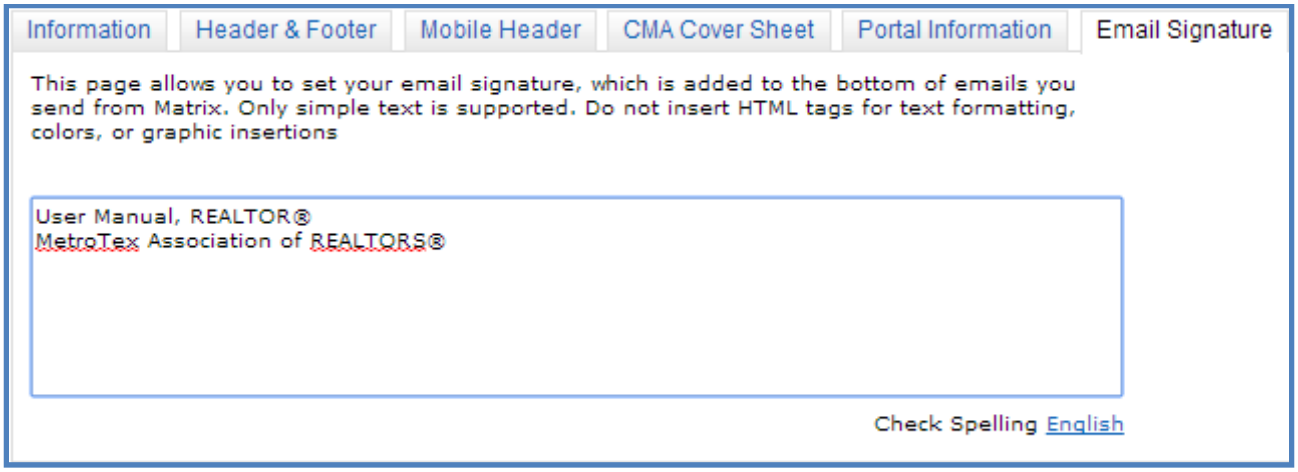

Information
Header & Footer
Mobile Header
CMA Cover Sheet
Portal Information
Email Signature
The following templates are the headers from available packages. They contain sample data and demonstrate what your Header could look like. Depending on your information, the format may vary. To disable a header/footer, select the "I choose not to use a header/footer at this time" option below then click the Save button.
I choose not to use a header/footer at this time
Upload Custom Header/Footer Images
Basic Template
John Smith
Property Specialist - WeSell Realty Services
"Have a Nice Day!"
Office: (555)123-1234
Cell: (123)123-1234
Fax: (123)123-1234
jsmith@noplace.com
Basic Info Complete
John Smith
Property Specialist - WeSell Realty Services
"Have a Nice Day!"
Office: (555)123-1234
Cell: (123)123-1234
Fax: (123)123-1234
jsmith@noplace.com

Or upload custom headers:


Information
Header & Footer
Mobile Header
CMA Cover Sheet
Portal Information
Email Signature
Upload your own custom Header/Footer images for to use in displays and printing reports. Click the Save button at the bottom of the form to save once you have uploaded all of your images.
For more information about this page or the image sizes click the following help icon:
Header
MetroTex
ASSOCIATION OF REALTORS®
Your source for technical support and customer service!
Find us online at DFWRealEstate.com
Browse...
Clear
The image has been padded to fill out the required size.
Required image size: 745 x 85 pixels
Change foreground color:
#ffffff
Change background color:
#ffffff
Reset colors to package defaults

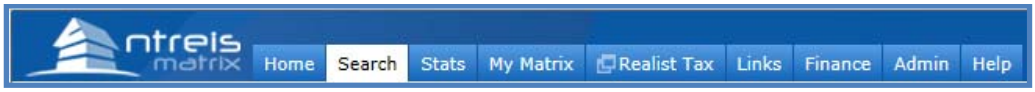
Email signature

The email signature can also be created under then **My Matrix** menu, then **My Information.**


Information
Header & Footer
Mobile Header
CMA Cover Sheet
Portal Information
Email Signature
This page allows you to set your email signature, which is added to the bottom of emails you send from Matrix. Only simple text is supported. Do not insert HTML tags for text formatting, colors, or graphic insertions
User Manual, REALTOR®
MetroTex Association of REALTORS®
Check Spelling English

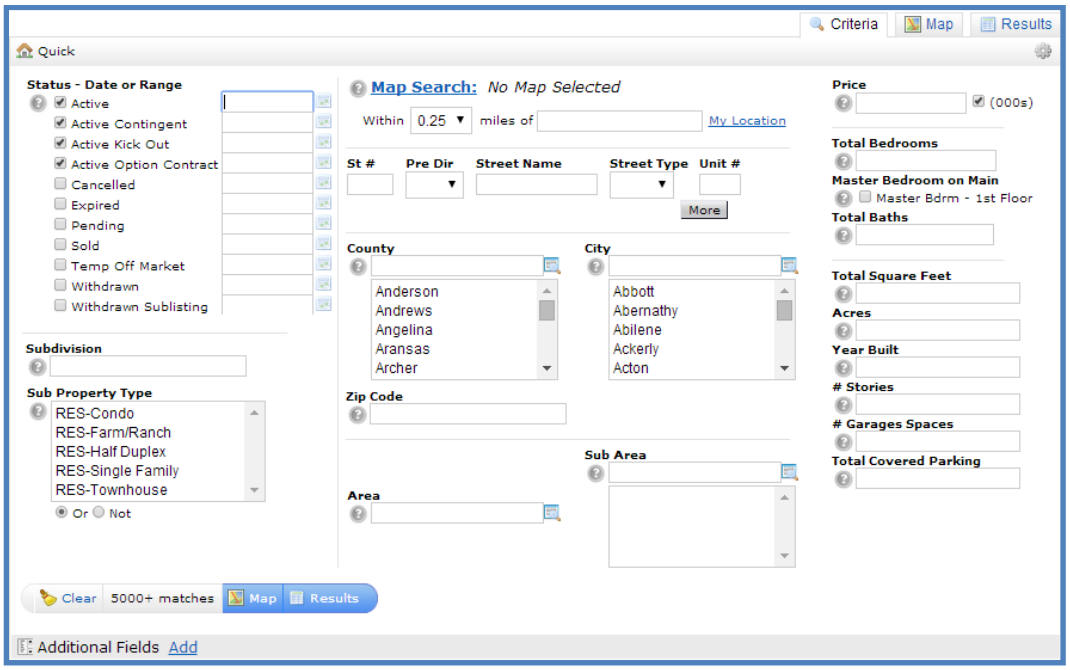
Search

From the Home Screen, the Search tab brings up several options:



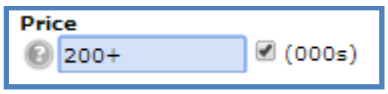
- Residential
- Multi-Family
- Lots & Acreage
- Commercial
- Residential Lease
- Cross Property (all of the above)
- Agent
- Office

All of these can be used either as a basic or a detailed search.



Price

Price defaults to including the trailing zeroes:



The price is an exact match field.

If the search is for: $200,000	enter 200
If the search is for $200,000 and over	enter 200+
If the search is for $200,000 - $300,000	enter 200-300

Bedrooms / Bathrooms

Both the Total Bedrooms and Total Baths fields use the entered number as a minimum unless otherwise specified.

If the search is for: 3 or more bedrooms	Enter 3
If the search is for: exactly 3 bedrooms	Enter 3-3
If the search is for: 3 to 5 bedrooms	Enter 3-5

Also, each half bath is entered in quantities of .1, so two full baths and one half bath would be entered as 2.1, two full baths and two half baths would be entered as 2.2, etc. in NTREIS Matrix.

Search symbols and wildcards

In fields where text is entered instead of choosing an item off a list (such as Subdivision), wildcards may be entered.

* is the wildcard symbol
! is the negative symbol

BEGINS WITH – if the search is for: Josey Ranch [anything] *(i.e. Josey Ranch phase 1, Josey Ranch phase 2)*	Enter Josey Ranch*
ENDS WITH – If the search is for: [anything] Ranch *(i.e. Josey Ranch, Frankford Ranch)*	Enter *Ranch
CONTAINS – If the search is for: [anything] Ranch [anything] *(i.e. Josey Ranch phase 1, Frankford Ranch phase 2)*	Enter *Ranch*
NOT – If the search is for: anything but exactly Josey Ranch *(i.e. Josey Ranch phase 1, Josey Ranch phase 2, but not Josey Ranch)*	Enter !Josey Ranch
DOES NOT CONTAIN – If the search is for: anything without Ranch *(i.e. Josey Towers but not Josey Ranch)*	Enter !*ranch*

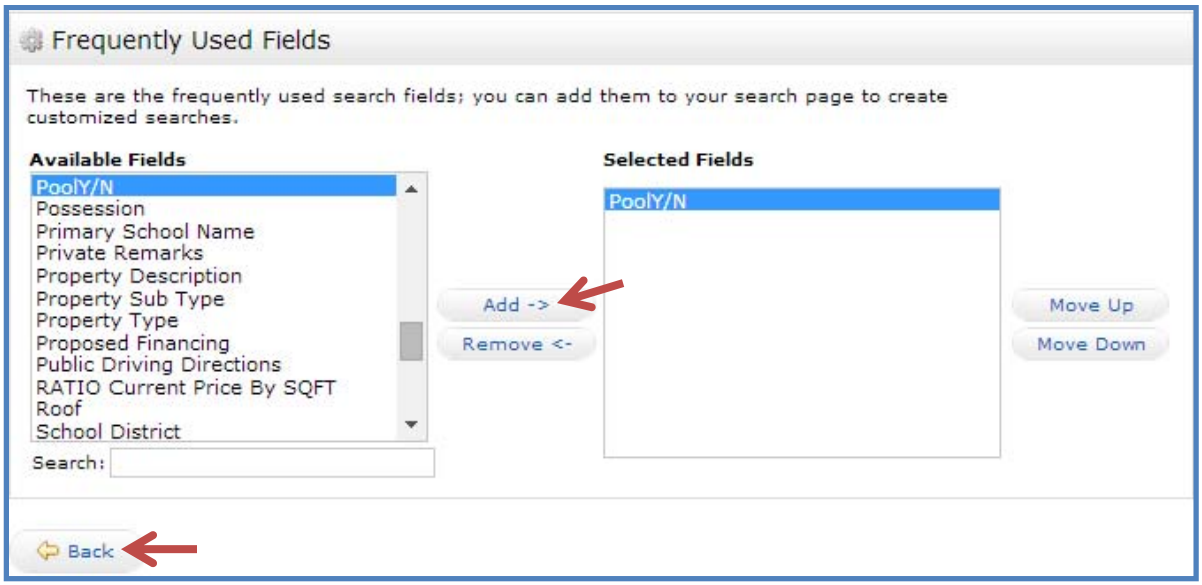
NOTE: More than one search symbol can be used in a field. For example, **!*ranch*** would return properties without [anything] ranch [anything] in the name.

A brief tutorial for wildcard and negative searches is available at the MetroTex Matrix page www.DFWRealEstate.com/Matrix or directly from YouTube http://goo.gl/pTZpbt.

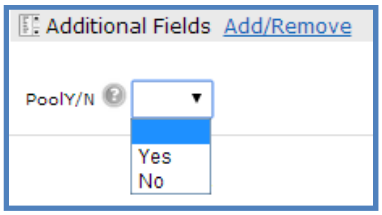
Additional Fields

If there is a need to search by a field that is not on the main search screen, it can be added by using the **Additional Fields**.

When **Add** is selected, the **Frequently Used Fields** window presents fields available to be added.

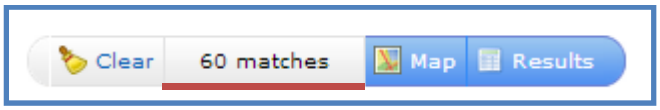


When a field is highlighted and the **Add** button is selected, it becomes a Selected Field. When the **Back** button is selected, that field will appear under **Additional Fields**.

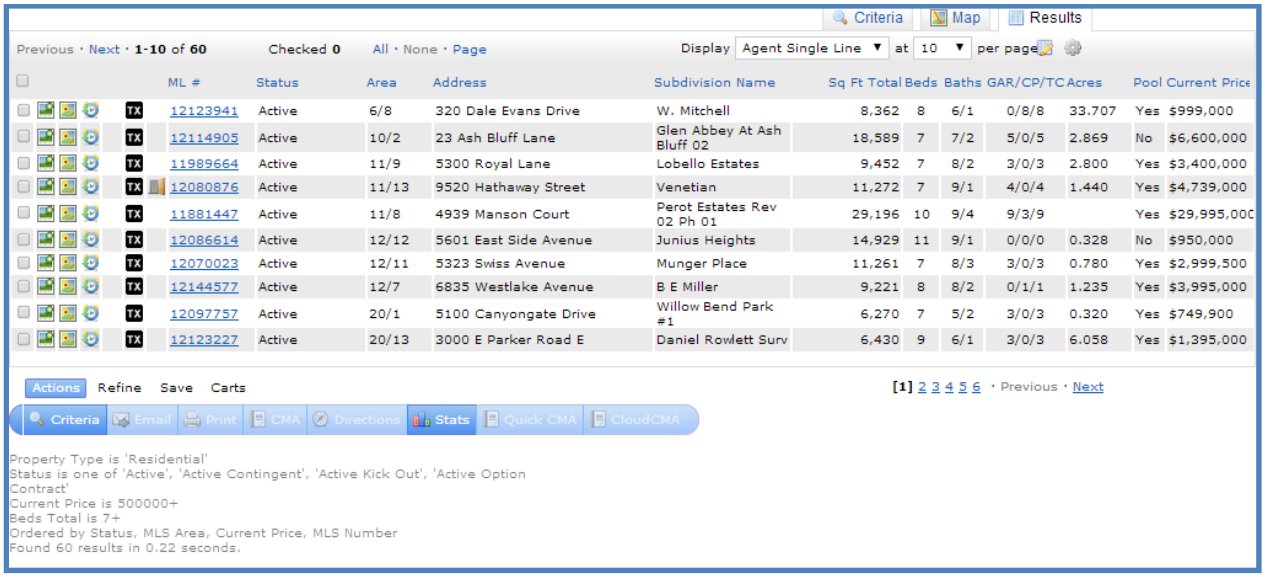


Results

As criteria are entered on the search screen, the number of results is reported in the bottom left side of the screen.



When **Results** is selected, properties are displayed on the **Results Grid**.


Criteria
Map
Results
Previous · Next · 1-10 of 60
Checked 0
All · None · Page
Display Agent Single Line at 10 per page
ML # Status Area Address Subdivision Name Sq Ft Total Beds Baths GAR/CP/TC Acres Pool Current Price
12123941 Active 6/8 320 Dale Evans Drive W. Mitchell 8,362 8 6/1 0/8/8 33.707 Yes $999,000
12114905 Active 10/2 23 Ash Bluff Lane Glen Abbey At Ash Bluff 02 18,589 7 7/2 5/0/5 2.869 No $6,600,000
11989664 Active 11/9 5300 Royal Lane Lobello Estates 9,452 7 8/2 3/0/3 2.800 Yes $3,400,000
12080876 Active 11/13 9520 Hathaway Street Venetian 11,272 7 9/1 4/0/4 1.440 Yes $4,739,000
11881447 Active 11/8 4939 Manson Court Perot Estates Rev 02 Ph 01 29,196 10 9/4 9/3/9 Yes $29,995,000
12086614 Active 12/12 5601 East Side Avenue Junius Heights 14,929 11 9/1 0/0/0 0.328 No $950,000
12070023 Active 12/11 5323 Swiss Avenue Munger Place 11,261 7 8/3 3/0/3 0.780 Yes $2,999,500
12144577 Active 12/7 6835 Westlake Avenue B E Miller 9,221 8 8/2 0/1/1 1.235 Yes $3,995,000
12097757 Active 20/1 5100 Canyongate Drive Willow Bend Park #1 6,270 7 5/2 3/0/3 0.320 Yes $749,900
12123227 Active 20/13 3000 E Parker Road E Daniel Rowlett Surv 6,430 9 6/1 3/0/3 6.058 Yes $1,395,000
Actions Refine Save Carts
[1] 2 3 4 5 6 · Previous · Next
Criteria Email Print CMA Directions Stats Quick CMA CloudCMA
Property Type is 'Residential'
Status is one of 'Active', 'Active Contingent', 'Active Kick Out', 'Active Option Contract'
Current Price is 500000+
Beds Total is 7+
Ordered by Status, MLS Area, Current Price, MLS Number
Found 60 results in 0.22 seconds.

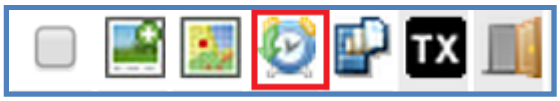
Icons

On the left, the icons can be selected for more information.

The first checkbox is to **Select** a listing.

The next brings up the **Pictures** in a slideshow.

This icon brings up the property on a map.



Next is the **Listing History** on the property.

The next one links to the **Document Storage** virtual filing cabinet.

This links to the **Realist Tax** data on the listing.

The final icon links to **Open House** information.

NOTE: If an icon does is not applicable to the listing, it might not appear. For example, if there are no open houses scheduled, the open house icon will not be placed on that listing.

Sorting Columns

	ML #	Status	Area	Address	Subdivision Name	Sq Ft Total	Beds	Baths	GAR/CP/TCP	Acres	Pool	Current Price
	11881447	Active	11/8	4939 Manson Court	Perot Estates Rev 02 Ph 01	29,196	10	9/4	9/3/9		Yes	$29,995,000
	12091535	Active	700/1	215 Bella Riva Drive	Costa Bella	9,760	8	7/2	4/0/4	16.650	Yes	$12,500,000
	12110911	Active	126/1	1925 N Pearson Lane	Walker Josiah Surv	10,000	9	9/3	5/0/5	35.000	Yes	$12,500,000

Columns can be sorted by selecting the column heading.

Moving Columns

	ML #	Status	Area	Address	Subdivision Name	Sq Ft Total	Beds	Baths	GAR/CP/TCP Acres		Pool	Current Price
TX	11881447	Active	11/8	4939 Manson Court	Perot Estates Rev 02 Ph 01	29,196	10	9/4	9/3/9		Yes	$29,995,000
TX	12091535	Active	700/1	215 Bella Riva Drive	Costa Bella	9,760	8	7/2	4/0/4	16.650	Yes	$12,500,000
TX	12110911	Active	126/1	1925 N Pearson Lane	Walker Josiah Surv	10,000	9	9/3	5/0/5	35.000	Yes	$12,500,000

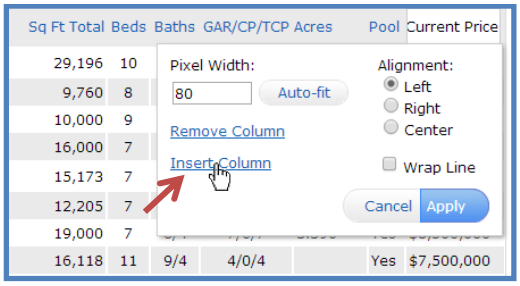
Columns can be moved by hovering the mouse above the column heading, selecting the column using the crosshairs (✥) and dragging the column to the new position.

	ML #	Status	Area	Address	Subdivision Name	Sq Ft Total	Beds	Current Price	GAR/CP/TCP Acres		Pool
TX	11881447	Active	11/8	4939 Manson Court	Perot Estates Rev 02 Ph 01	29,196	10	$29,995,000	9/3/9		Yes
TX	12091535	Active	700/1	215 Bella Riva Drive	Costa Bella	9,760	8	$12,500,000	4/0/4	16.650	Yes
TX	12110911	Active	126/1	1925 N Pearson Lane	Walker Josiah Surv	10,000	9	$12,500,000	5/0/5	35.000	Yes
TX	12126510	Active	25/2	5139 SENECA Drive	Sunnybrook Estates	16,000	7	$11,288,000	8/0/8	2.340	Yes

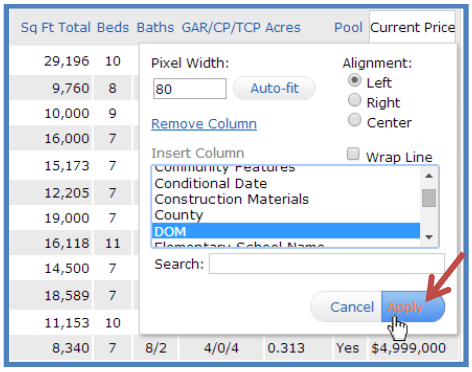
Adding Columns

	ML #	Status	Area	Address	Subdivision Name	Sq Ft Total	Beds	Baths	GAR/CP/TCP Acres		Pool	Current Price
TX	11881447	Active	11/8	4939 Manson Court	Perot Estates Rev 02 Ph 01	29,196	10	9/4	9/3/9		Yes	$29,995,000
TX	12091535	Active	700/1	215 Bella Riva Drive	Costa Bella	9,760	8	7/2	4/0/4	16.650	Yes	$12,500,000
TX	12110911	Active	126/1	1925 N Pearson Lane	Walker Josiah Surv	10,000	9	9/3	5/0/5	35.000	Yes	$12,500,000

Columns can be added by hovering the mouse above any column heading and selecting the column using the crosshairs (✥). When the heading is selected, a dialog box opens.



Insert Column should be selected.

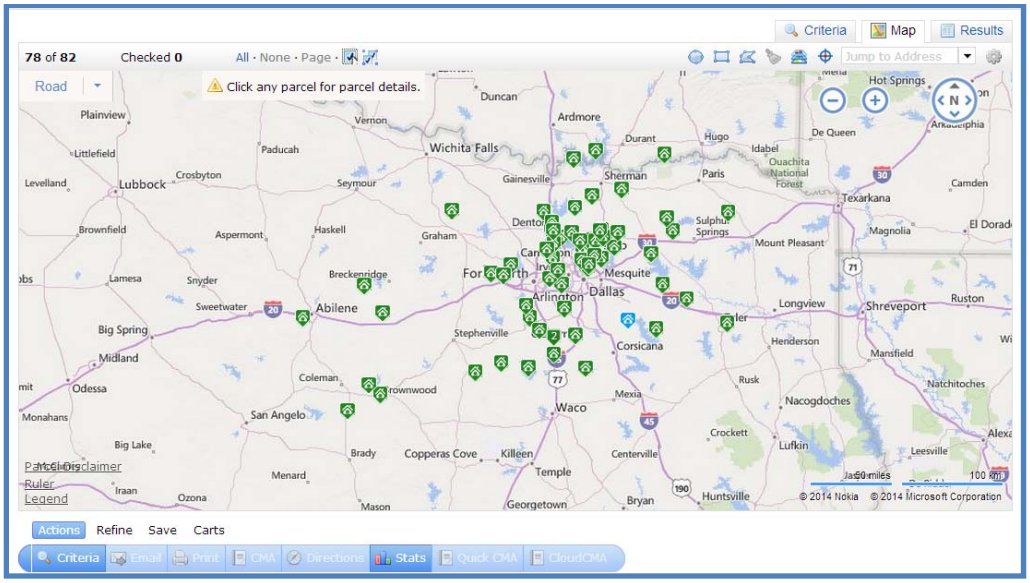


When the desired column is selected and **Apply** is chosen, the new column will be added.

Map

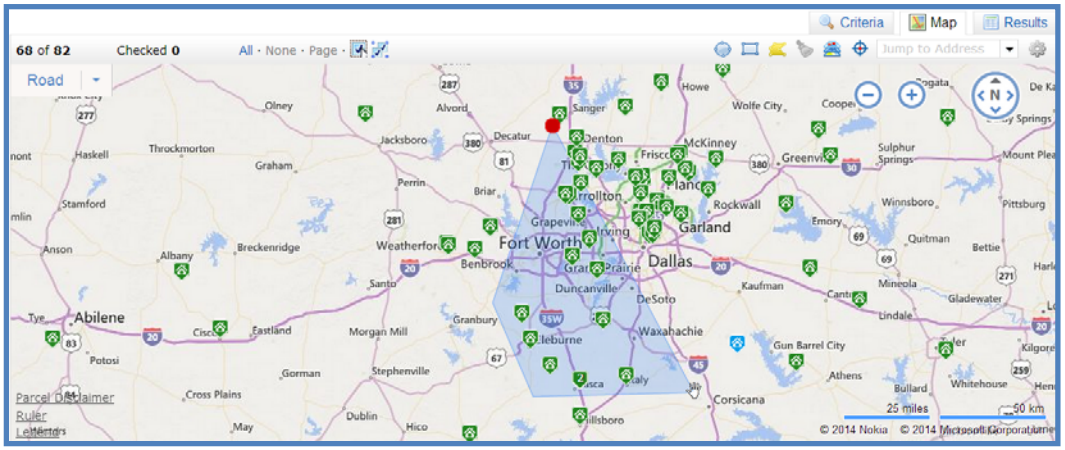
Criteria
Map
Results
Previous · Next · 1-25 of 82
Checked 0
All · None · Page
Display Agent Single Line at 25 per page
ML # Status Area Address Subdivision Name Sq Ft Total Beds Baths GAR/CP/TCP Acres Pool Current Price
11881447 Active 11/8 4939 Manson Court Perot Estates Rev 02 Ph 01 29,196 10 9/4 9/3/9 Yes $29,995,000
12091535 Active 700/1 215 Bella Riva Drive Costa Bella 9,760 8 7/2 4/0/4 16.650 Yes $12,500,000
12110911 Active 126/1 1925 N Pearson Lane Walker Josiah Surv 10,000 9 9/3 5/0/5 35.000 Yes $12,500,000

The Map can be accessed by selecting the **Map** tab from either the Search/Criteria screen or the Results screen.

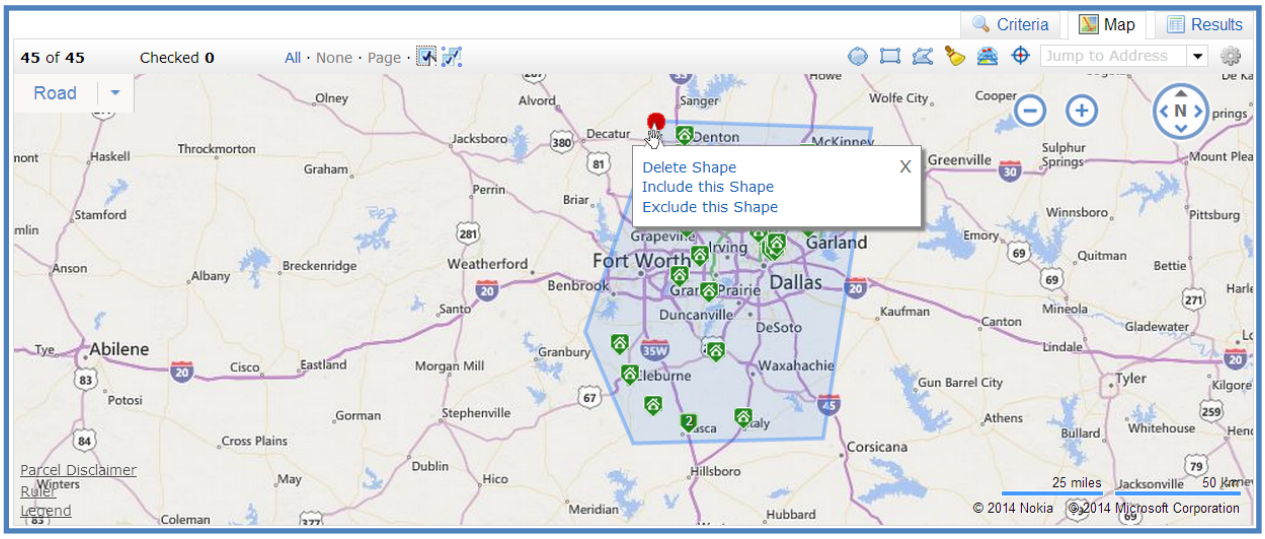


An area can be searched by selecting the polygon tool.

The desired area can traced, with a click/tap each time the direction changes. Clicking/tapping the red starting point will complete the shape.



The shape can now be used to define the search area (**Include this Shape**) or exclude a specific area from the search results (**Exclude this Shape**). **Delete Shape** will remove the user-defined shape from the map.

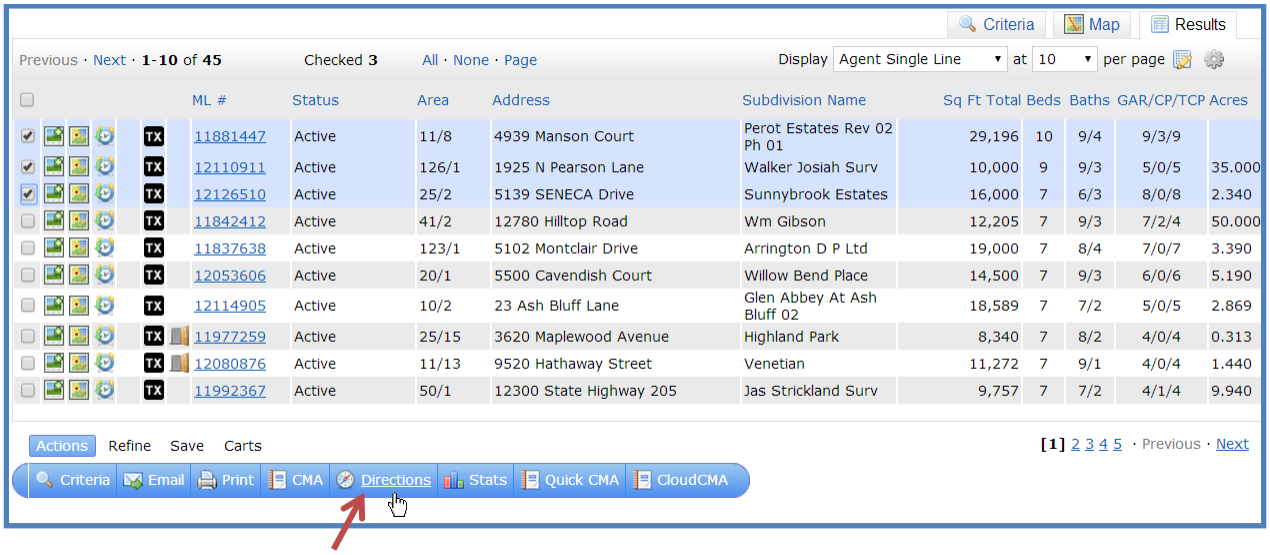


The resulting listings will be limited by the area(s) selected on the map.

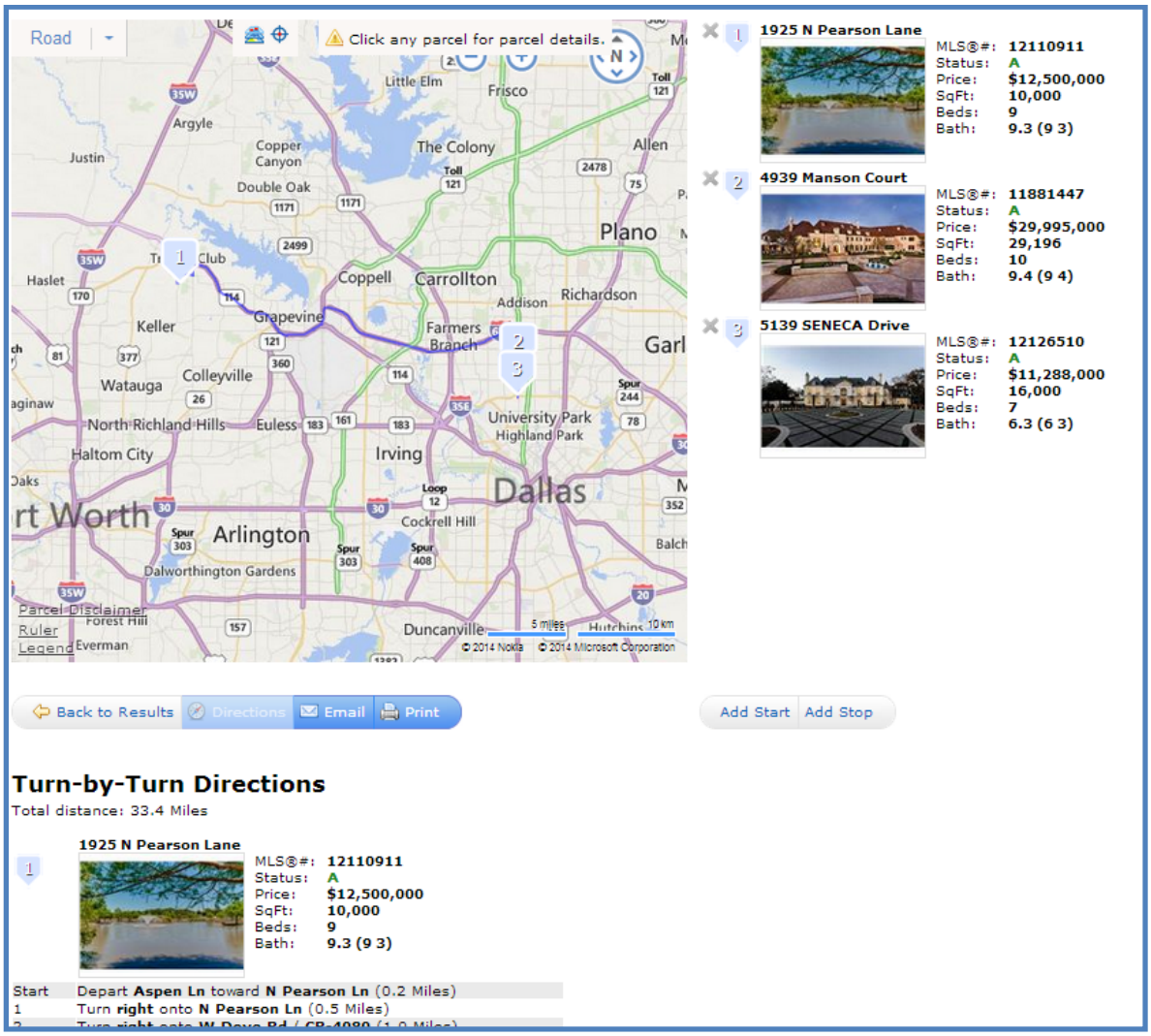
NOTE: More than one shape may be used. Also, there can be a shape within a shape (i.e. limited to a certain area, minus a few streets).

A brief tutorial for map-based searches is available at the MetroTex Matrix page www.DFWRealEstate.com/Matrix or directly from YouTube http://goo.gl/l5sfEL.

Driving Directions


Criteria
Map
Results
Previous · Next · 1-10 of 45
Checked 3
All · None · Page
Display Agent Single Line at 10 per page
ML # Status Area Address Subdivision Name Sq Ft Total Beds Baths GAR/CP/TCP Acres
11881447 Active 11/8 4939 Manson Court Perot Estates Rev 02 Ph 01 29,196 10 9/4 9/3/9
12110911 Active 126/1 1925 N Pearson Lane Walker Josiah Surv 10,000 9 9/3 5/0/5 35.000
12126510 Active 25/2 5139 SENECA Drive Sunnybrook Estates 16,000 7 6/3 8/0/8 2.340
11842412 Active 41/2 12780 Hilltop Road Wm Gibson 12,205 7 9/3 7/2/4 50.000
11837638 Active 123/1 5102 Montclair Drive Arrington D P Ltd 19,000 7 8/4 7/0/7 3.390
12053606 Active 20/1 5500 Cavendish Court Willow Bend Place 14,500 7 9/3 6/0/6 5.190
12114905 Active 10/2 23 Ash Bluff Lane Glen Abbey At Ash Bluff 02 18,589 7 7/2 5/0/5 2.869
11977259 Active 25/15 3620 Maplewood Avenue Highland Park 8,340 7 8/2 4/0/4 0.313
12080876 Active 11/13 9520 Hathaway Street Venetian 11,272 7 9/1 4/0/4 1.440
11992367 Active 50/1 12300 State Highway 205 Jas Strickland Surv 9,757 7 7/2 4/1/4 9.940
Actions Refine Save Carts
[1] 2 3 4 5 · Previous · Next
Criteria Email Print CMA Directions Stats Quick CMA CloudCMA

The desired properties can be checked, then **Directions** selected.



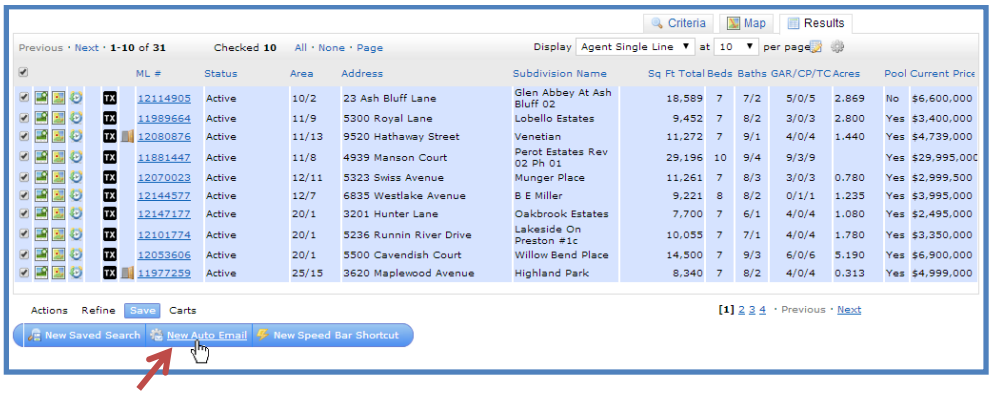
The listings can be dragged and dropped into the desired order.

The **Add Start** and **Add Stop** buttons can be used to add beginning and end points that are not listings (i.e. the agent's office).

These directions can be both emailed and printed.

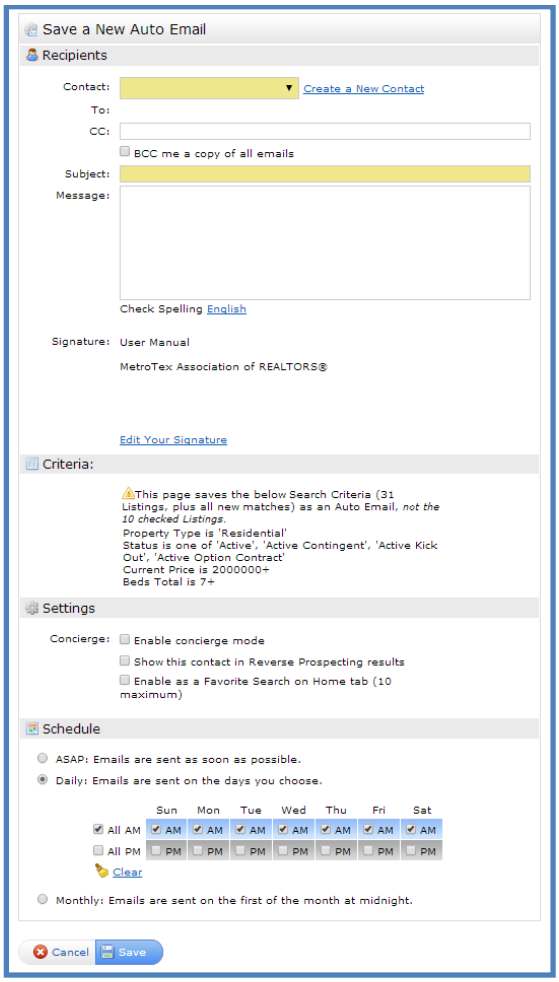
A brief tutorial for driving directions is available at the MetroTex Matrix page www.DFWRealEstate.com/Matrix or directly from YouTube http://goo.gl/zODGp9.

Auto Email to Clients / Prospects

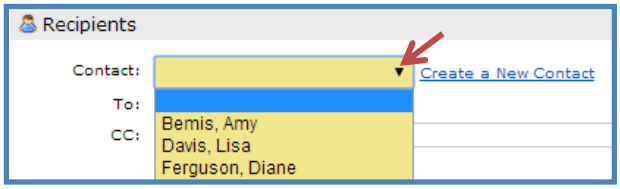

Criteria
Map
Results
Previous · Next · 1-10 of 31
Checked 10
All · None · Page
Display Agent Single Line at 10 per page
ML # Status Area Address Subdivision Name Sq Ft Total Beds Baths GAR/CP/TC Acres Pool Current Price
12114905 Active 10/2 23 Ash Bluff Lane Glen Abbey At Ash Bluff 02 18,589 7 7/2 5/0/5 2.869 No $6,600,000
11989664 Active 11/9 5300 Royal Lane Lobello Estates 9,452 7 8/2 3/0/3 2.800 Yes $3,400,000
12080876 Active 11/13 9520 Hathaway Street Venetian 11,272 7 9/1 4/0/4 1.440 Yes $4,739,000
11881447 Active 11/8 4939 Manson Court Perot Estates Rev 02 Ph 01 29,196 10 9/4 9/3/9 Yes $29,995,000
12070023 Active 12/11 5323 Swiss Avenue Munger Place 11,261 7 8/3 3/0/3 0.780 Yes $2,999,500
12144577 Active 12/7 6835 Westlake Avenue B E Miller 9,221 8 8/2 0/1/1 1.235 Yes $3,995,000
12147177 Active 20/1 3201 Hunter Lane Oakbrook Estates 7,700 7 6/1 4/0/4 1.080 Yes $2,495,000
12101774 Active 20/1 5236 Runnin River Drive Lakeside On Preston #1c 10,055 7 7/1 4/0/4 1.780 Yes $3,350,000
12053606 Active 20/1 5500 Cavendish Court Willow Bend Place 14,500 7 9/3 6/0/6 5.190 Yes $6,900,000
11977259 Active 25/15 3620 Maplewood Avenue Highland Park 8,340 7 8/2 4/0/4 0.313 Yes $4,999,000
Actions Refine Save Carts
[1] 2 3 4 · Previous · Next
New Saved Search
New Auto Email
New Speed Bar Shortcut

To have the system generate listings emails to clients, first a search needs to be created. Once the initial listings are selected/checked, **Save** can be selected, then **New Auto Email**.

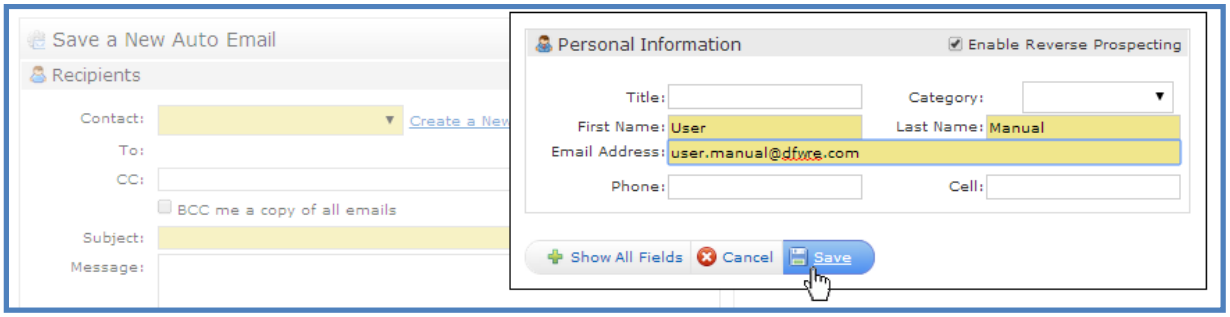
This opens the Auto Email dialog box.


Save a New Auto Email
Recipients
Contact:
Create a New Contact
To:
CC:
BCC me a copy of all emails
Subject:
Message:
Check Spelling English
Signature: User Manual
MetroTex Association of REALTORS®
Edit Your Signature
Criteria:
This page saves the below Search Criteria (31 Listings, plus all new matches) as an Auto Email, not the 10 checked Listings.
Property Type is 'Residential'
Status is one of 'Active', 'Active Contingent', 'Active Kick Out', 'Active Option Contract'
Current Price is 2000000+
Beds Total is 7+
Settings
Concierge:
Enable concierge mode
Show this contact in Reverse Prospecting results
Enable as a Favorite Search on Home tab (10 maximum)
Schedule
ASAP: Emails are sent as soon as possible.
Daily: Emails are sent on the days you choose.
Sun Mon Tue Wed Thu Fri Sat
All AM
All PM
Clear
Monthly: Emails are sent on the first of the month at midnight.
Cancel
Save

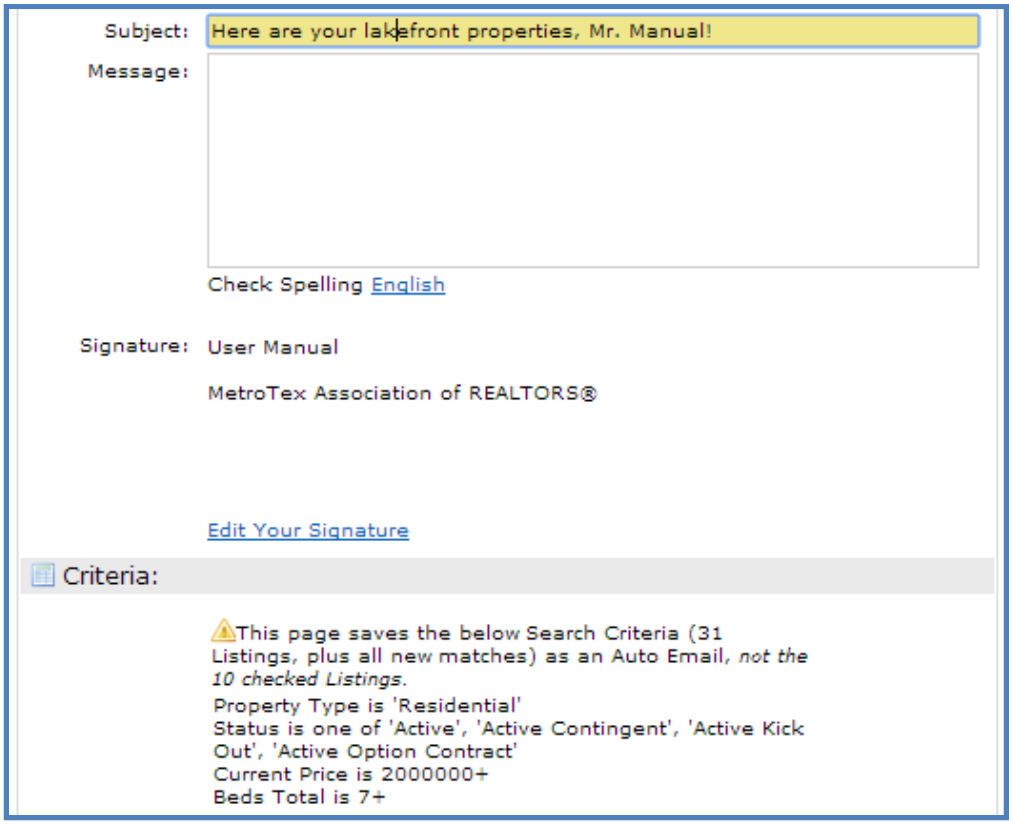
Either an existing contact may be chosen by selecting the down arrow and choosing from a list,



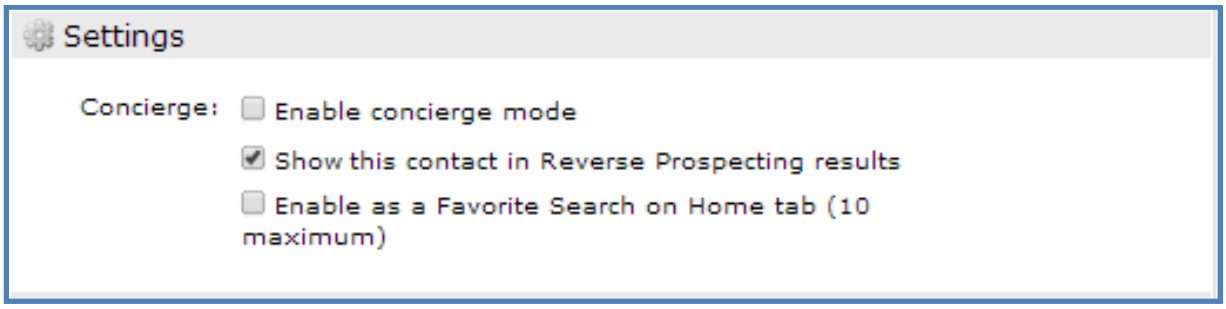
or a new contact may be created. First name, last name and email address are all required fields.



Next, a **Subject** must be entered for the emails. The system will generate a message for the body of the email, but it can be changed by entering new text in the **Message** field.


Subject:
Here are your lakefront properties, Mr. Manual!
Message:
Check Spelling English
Signature:
User Manual
MetroTex Association of REALTORS®
Edit Your Signature
Criteria:
This page saves the below Search Criteria (31 Listings, plus all new matches) as an Auto Email, not the 10 checked Listings.
Property Type is 'Residential'
Status is one of 'Active', 'Active Contingent', 'Active Kick Out', 'Active Option Contract'
Current Price is 2000000+
Beds Total is 7+

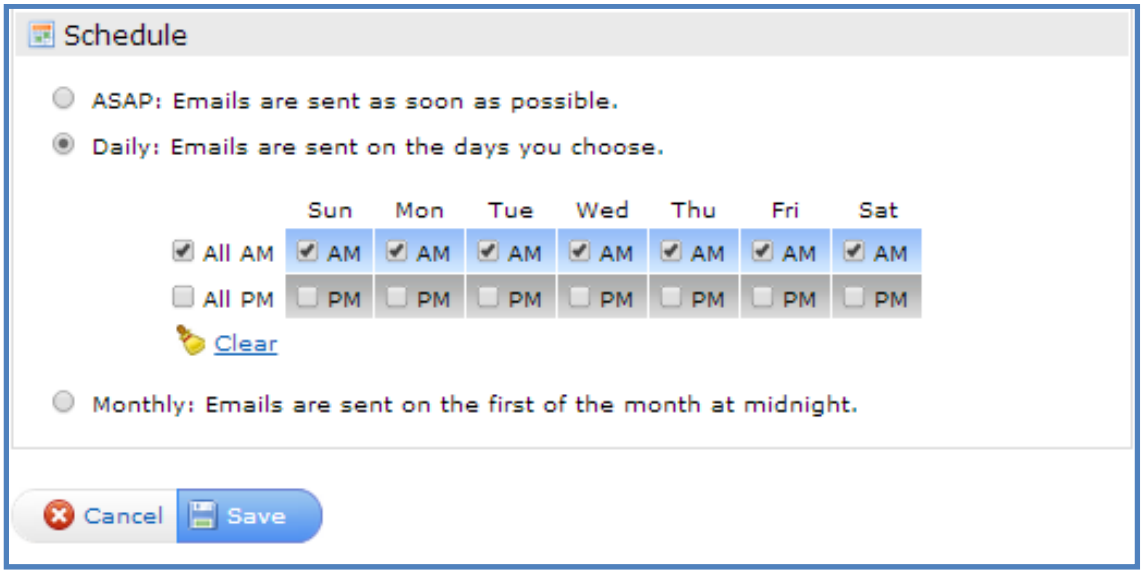
Under Settings, the system defaults can be changed.


Settings
Concierge:
Enable concierge mode
Show this contact in Reverse Prospecting results
Enable as a Favorite Search on Home tab (10 maximum)

Enable Concierge Mode sends the listings to the agent to select/review before sending the listings to the client.

Reverse Prospecting allows listing agents to see which buyer's agents have sent their listing to clients. The listing agent would only see the buyer's agent's contact information, not the client's information.

Enable as Favorite Search saves the search for immediate access on the home screen.



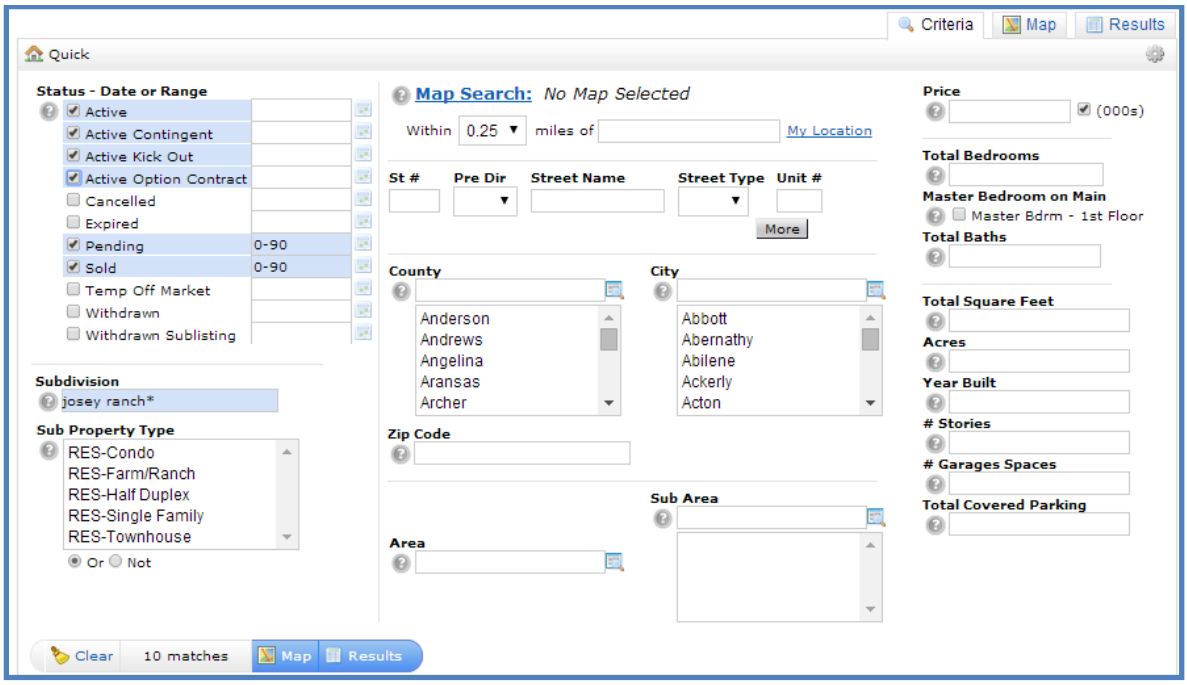
Schedule determines the frequency of the auto emails. **ASAP** sends the emails when a listing matches the criteria. **Daily** can be set to email up to twice a day on the selected days. **Monthly** sends the email on the first of the month.

Once the information is saved, the system will start sending the emails.

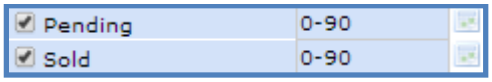
A brief overview of the Auto Email system is available at the MetroTex Matrix page www.DFWRealEstate.com/Matrix or directly from YouTube http://goo.gl/YJ2N0U.

Comps

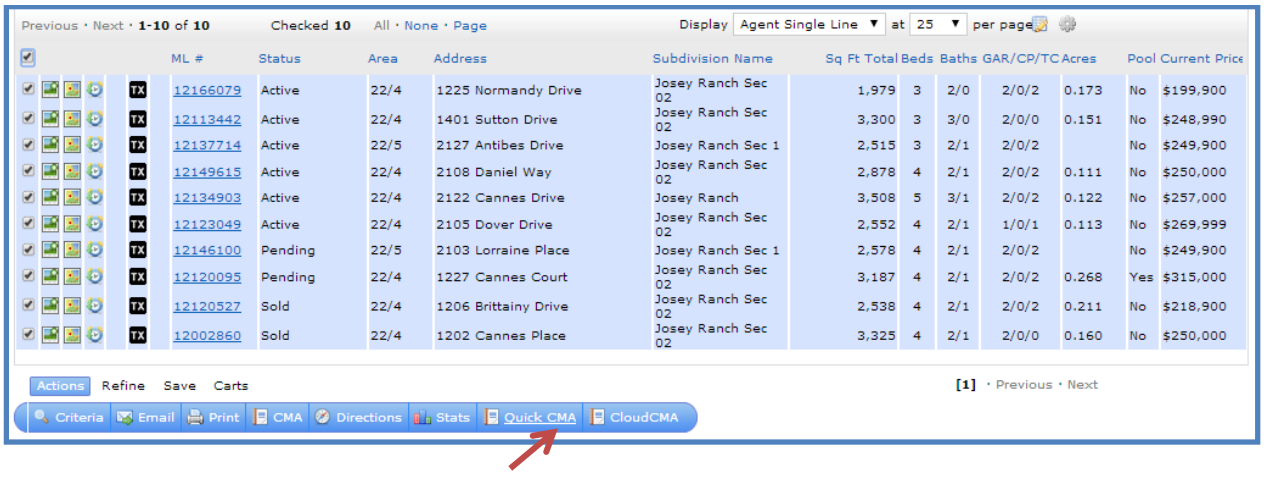
A search must be run to start the Comps process.



NOTE: Both the **Pending** and **Sold** statuses default to a status change date of within the past 90 days. If Sold listings are to go back six months, the field should be changed to 0-180.

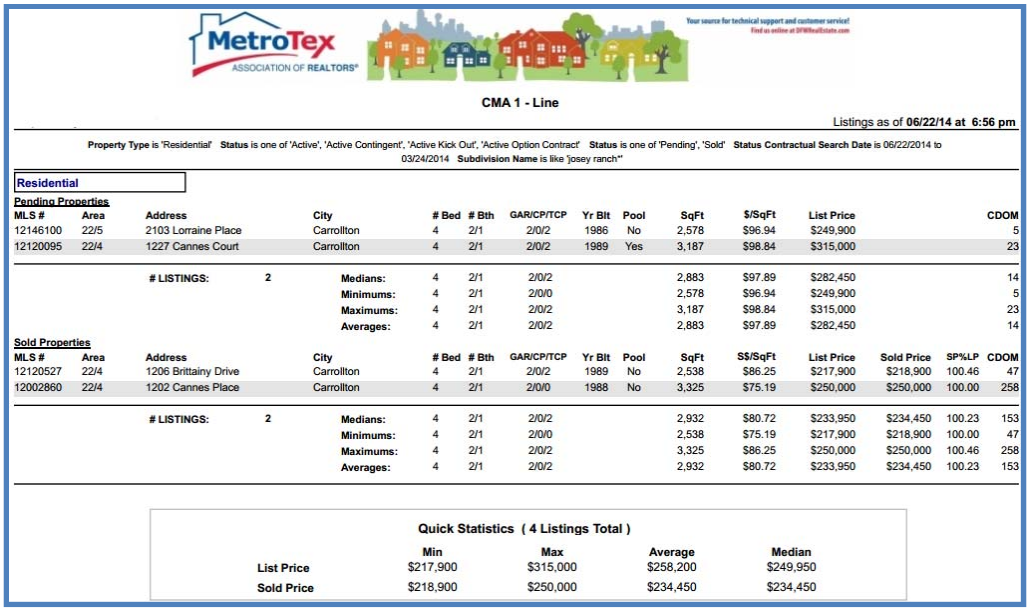


From the Results tab, once the appropriate listings are selected, either Quick CMA or Cloud CMA can be selected.


Previous · Next · 1-10 of 10
Checked 10
All · None · Page
Display Agent Single Line at 25 per page
ML # Status Area Address Subdivision Name Sq Ft Total Beds Baths GAR/CP/TC Acres Pool Current Price
12166079 Active 22/4 1225 Normandy Drive Josey Ranch Sec 02 1,979 3 2/0 2/0/2 0.173 No $199,900
12113442 Active 22/4 1401 Sutton Drive Josey Ranch Sec 02 3,300 3 3/0 2/0/0 0.151 No $248,990
12137714 Active 22/5 2127 Antibes Drive Josey Ranch Sec 1 2,515 3 2/1 2/0/2 No $249,900
12149615 Active 22/4 2108 Daniel Way Josey Ranch Sec 02 2,878 4 2/1 2/0/2 0.111 No $250,000
12134903 Active 22/4 2122 Cannes Drive Josey Ranch 3,508 5 3/1 2/0/2 0.122 No $257,000
12123049 Active 22/4 2105 Dover Drive Josey Ranch Sec 02 2,552 4 2/1 1/0/1 0.113 No $269,999
12146100 Pending 22/5 2103 Lorraine Place Josey Ranch Sec 1 2,578 4 2/1 2/0/2 No $249,900
12120095 Pending 22/4 1227 Cannes Court Josey Ranch Sec 02 3,187 4 2/1 2/0/2 0.268 Yes $315,000
12120527 Sold 22/4 1206 Brittainy Drive Josey Ranch Sec 02 2,538 4 2/1 2/0/2 0.211 No $218,900
12002860 Sold 22/4 1202 Cannes Place Josey Ranch Sec 02 3,325 4 2/1 2/0/0 0.160 No $250,000
Actions Refine Save Carts
[1] · Previous · Next
Criteria Email Print CMA Directions Stats Quick CMA CloudCMA

Quick CMA

Quick CMA immediately returns a CMA.



CMA 1 - Line

Listings as of **06/22/14 at 6:56 pm**

Property Type is 'Residential' **Status** is one of 'Active', 'Active Contingent', 'Active Kick Out', 'Active Option Contract' **Status** is one of 'Pending', 'Sold' **Status Contractual Search Date** is 06/22/2014 to 03/24/2014 **Subdivision Name** is like 'josey ranch*'

Residential

Pending Properties

MLS #	Area	Address	City	# Bed	# Bth	GAR/CP/TCP	Yr Blt	Pool	SqFt	$/SqFt	List Price	CDOM
12146100	22/5	2103 Lorraine Place	Carrollton	4	2/1	2/0/2	1986	No	2,578	$96.94	$249,900	5
12120095	22/4	1227 Cannes Court	Carrollton	4	2/1	2/0/2	1989	Yes	3,187	$98.84	$315,000	23
		# LISTINGS: 2	Medians:	4	2/1	2/0/2			2,883	$97.89	$282,450	14
			Minimums:	4	2/1	2/0/0			2,578	$96.94	$249,900	5
			Maximums:	4	2/1	2/0/2			3,187	$98.84	$315,000	23
			Averages:	4	2/1	2/0/2			2,883	$97.89	$282,450	14

Sold Properties

MLS #	Area	Address	City	# Bed	# Bth	GAR/CP/TCP	Yr Blt	Pool	SqFt	$/SqFt	List Price	Sold Price	SP%LP	CDOM
12120527	22/4	1206 Brittainy Drive	Carrollton	4	2/1	2/0/2	1989	No	2,538	$86.25	$217,900	$218,900	100.46	47
12002860	22/4	1202 Cannes Place	Carrollton	4	2/1	2/0/0	1988	No	3,325	$75.19	$250,000	$250,000	100.00	258
		# LISTINGS: 2	Medians:	4	2/1	2/0/2			2,932	$80.72	$233,950	$234,450	100.23	153
			Minimums:	4	2/1	2/0/0			2,538	$75.19	$217,900	$218,900	100.00	47
			Maximums:	4	2/1	2/0/2			3,325	$86.25	$250,000	$250,000	100.46	258
			Averages:	4	2/1	2/0/2			2,932	$80.72	$233,950	$234,450	100.23	153

Quick Statistics (4 Listings Total)

	Min	Max	Average	Median
List Price	$217,900	$315,000	$258,200	$249,950
Sold Price	$218,900	$250,000	$234,450	$234,450

Cloud CMA

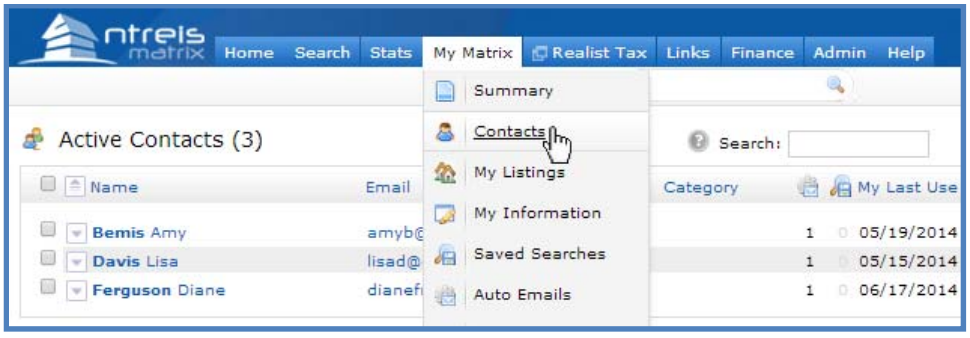
Cloud CMA opens the Cloud CMA module in a new window.

NOTE: Cloud CMA is included with NTREIS Matrix; however, all users must complete the registration process.

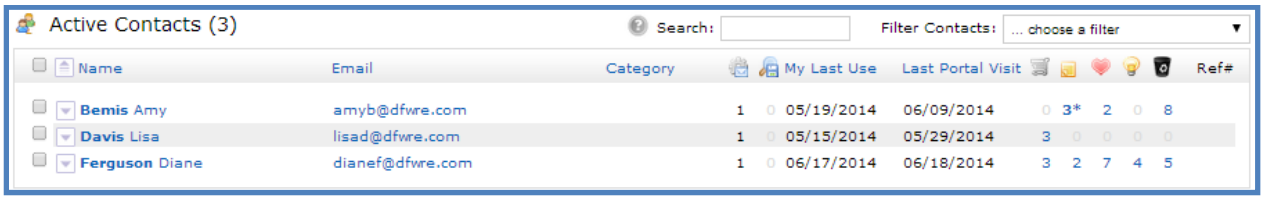
A video tutorial for Cloud CMA is available at the MetroTex Matrix page www.DFWRealEstate.com/Matrix or directly from YouTube http://goo.gl/H9SvAb.

Portal

The activity of all contacts can be accessed from **My Matrix** / **Contacts**.

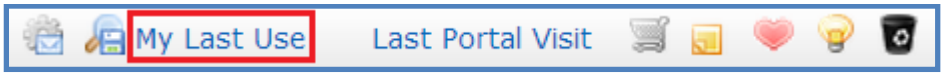


The contacts are listed.



The first icon indicates the number of active Auto Searches.

The second icon counts saved searches attached to the client.



My Last Use is the date the agent last changed the client's settings.

Last Portal Visit is the date the client last accessed his/her portal.

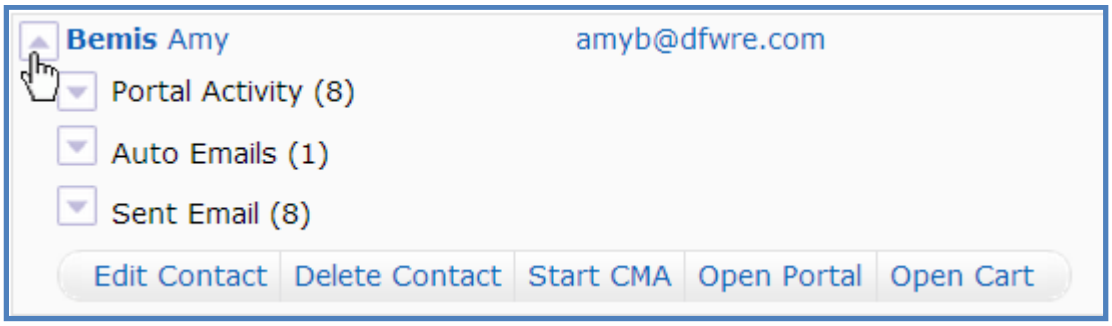
The shopping cart indicates the number of listings in the client's cart.

The sticky note indicates the number of notes that the client has made about listings that the agent has not yet read.

The heart is the number of listings a client has marked as "liked."

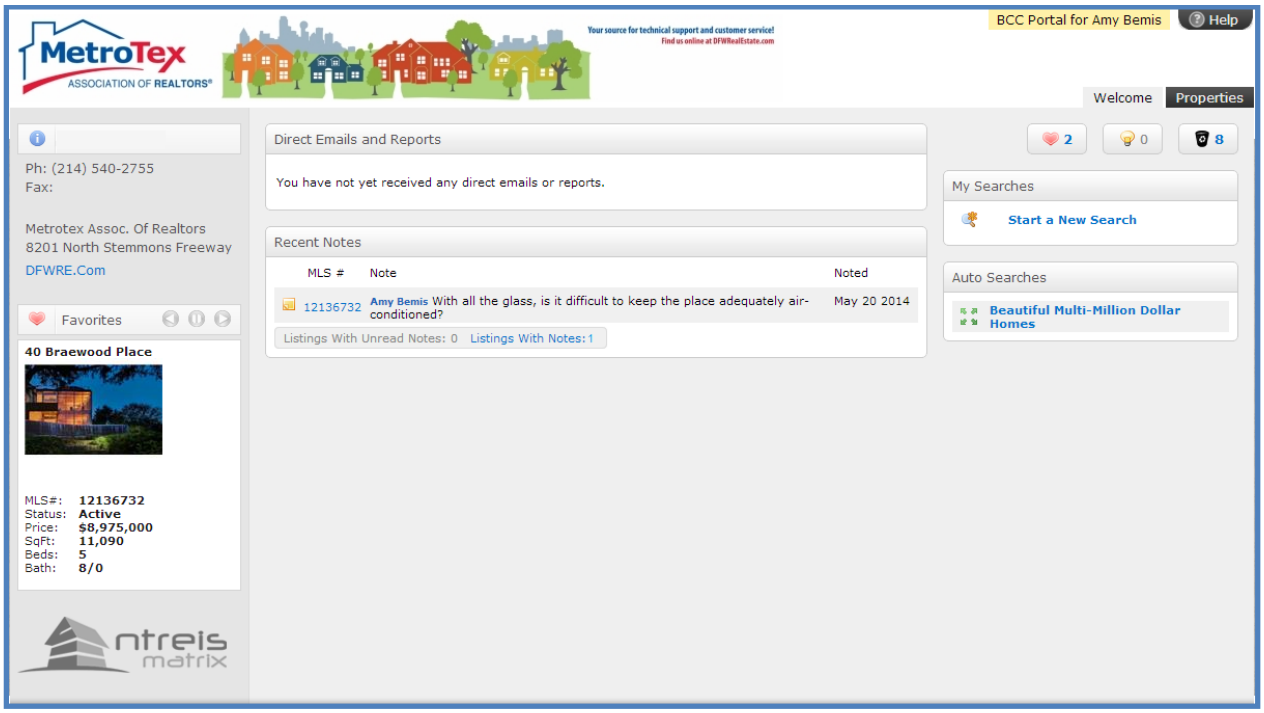
The light bulb is the number of listings a client has marked as “possible.”

The recycling bin is the number of listings a client has marked as “rejects.”

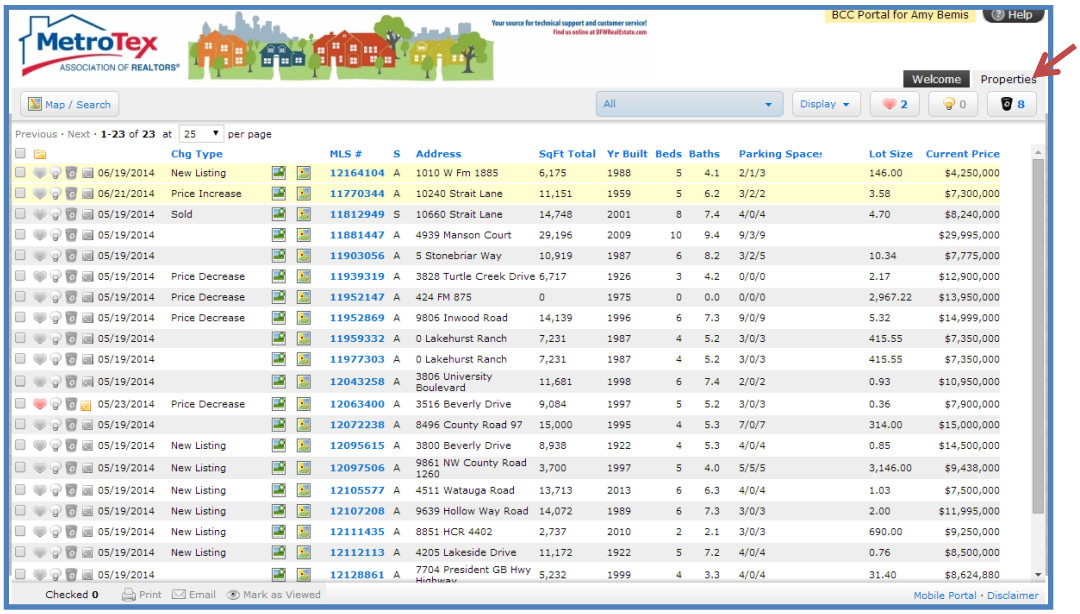


The down arrow next to the client’s name can be selected to see the client’s portal details.

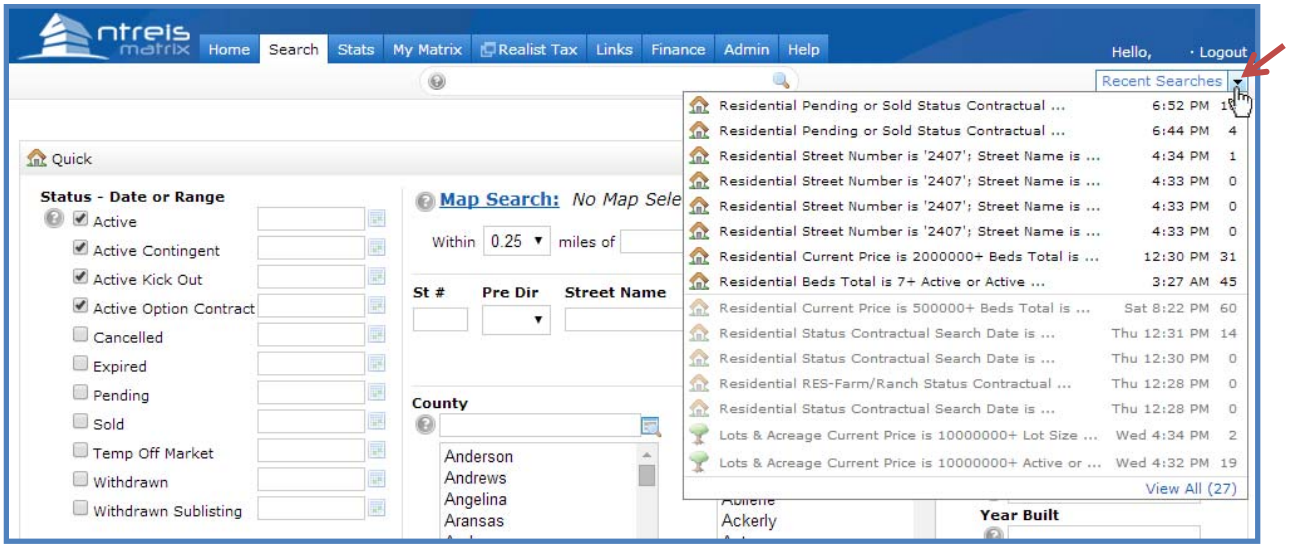
Selecting **Open Portal** will display the client’s welcome screen.



Selecting the **Properties** tab will display the list of properties sent to the client.



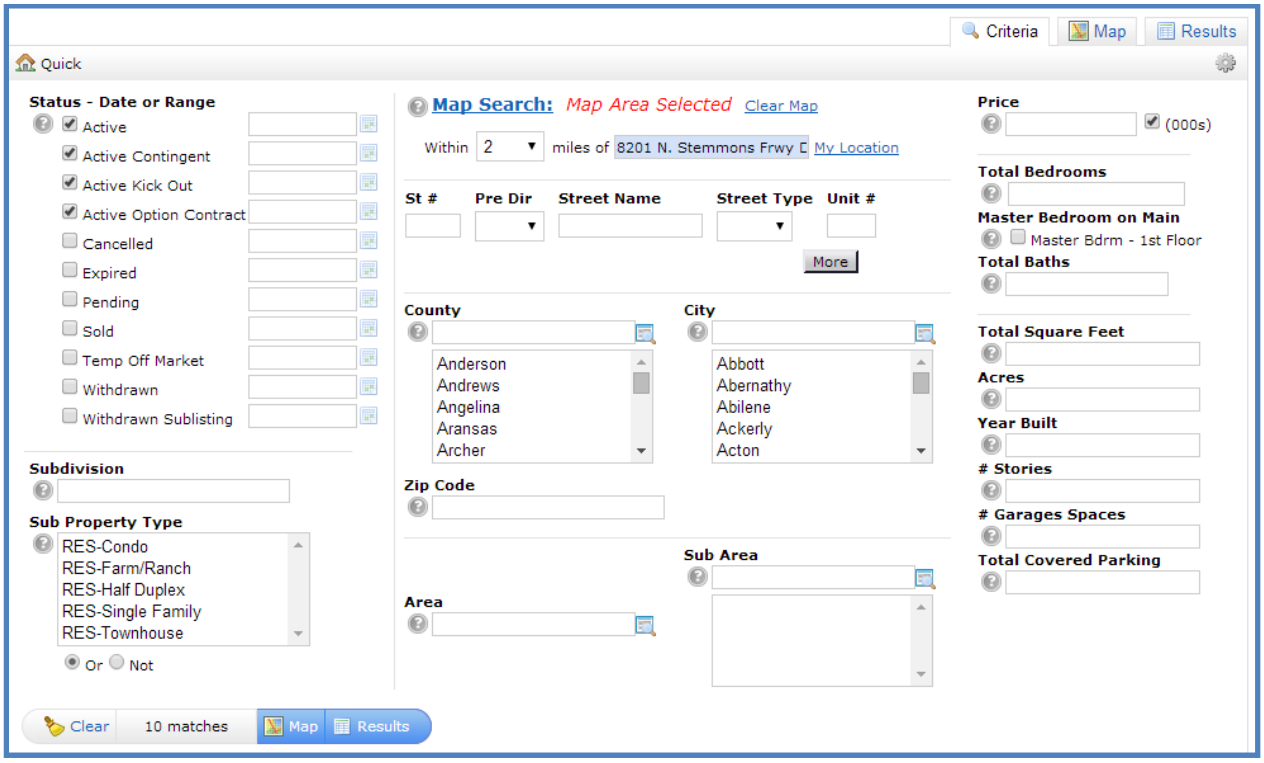
Recent Searches


ntreis matrix
Home
Search
Stats
My Matrix
Realist Tax
Links
Finance
Admin
Help
Hello,
Logout
Recent Searches
Quick
Status - Date or Range
Active
Active Contingent
Active Kick Out
Active Option Contract
Cancelled
Expired
Pending
Sold
Temp Off Market
Withdrawn
Withdrawn Sublisting
Map Search:
Within 0.25 miles of
St #
Pre Dir
Street Name
County
Anderson
Andrews
Angelina
Aransas
Ackerly
Year Built
Residential Pending or Sold Status Contractual ... 6:52 PM
Residential Pending or Sold Status Contractual ... 6:44 PM 4
Residential Street Number is '2407'; Street Name is ... 4:34 PM 1
Residential Street Number is '2407'; Street Name is ... 4:33 PM 0
Residential Street Number is '2407'; Street Name is ... 4:33 PM 0
Residential Street Number is '2407'; Street Name is ... 4:33 PM 0
Residential Current Price is 2000000+ Beds Total is ... 12:30 PM 31
Residential Beds Total is 7+ Active or Active ... 3:27 AM 45
Residential Current Price is 500000+ Beds Total is ... Sat 8:22 PM 60
Residential Status Contractual Search Date is ... Thu 12:31 PM 14
Residential Status Contractual Search Date is ... Thu 12:30 PM 0
Residential RES-Farm/Ranch Status Contractual ... Thu 12:28 PM 0
Residential Status Contractual Search Date is ... Thu 12:28 PM 0
Lots & Acreage Current Price is 10000000+ Lot Size ... Wed 4:34 PM 2
Lots & Acreage Current Price is 10000000+ Active or ... Wed 4:32 PM 19
View All (27)

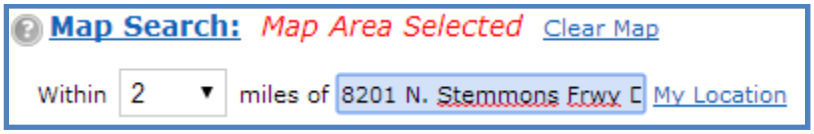
From both the **Home Screen** and the **Search** screen, when the down arrow next to **Recent Searches** is selected, the most recent searches run in NTREIS Matrix are displayed. The system will keep searches in the Recent Searches for no more than a week, and the maximum number of searches stored is 50.

A brief tutorial of the recent searches feature is available at the MetroTex Matrix page www.DFWRealEstate.com/Matrix or directly from YouTube http://goo.gl/zu4U4E.

Distance Search



From the Search screen, when an address is entered, listings in a radius of from .25 miles to 25 miles will be displayed.



For computers, the address has to be manually entered. On devices with GPS positioning (i.e. smartphones), the **My Location** feature can be used.

Speed Bar

Throughout NTREIS Matrix, the Speed Bar populates the top of the screen.

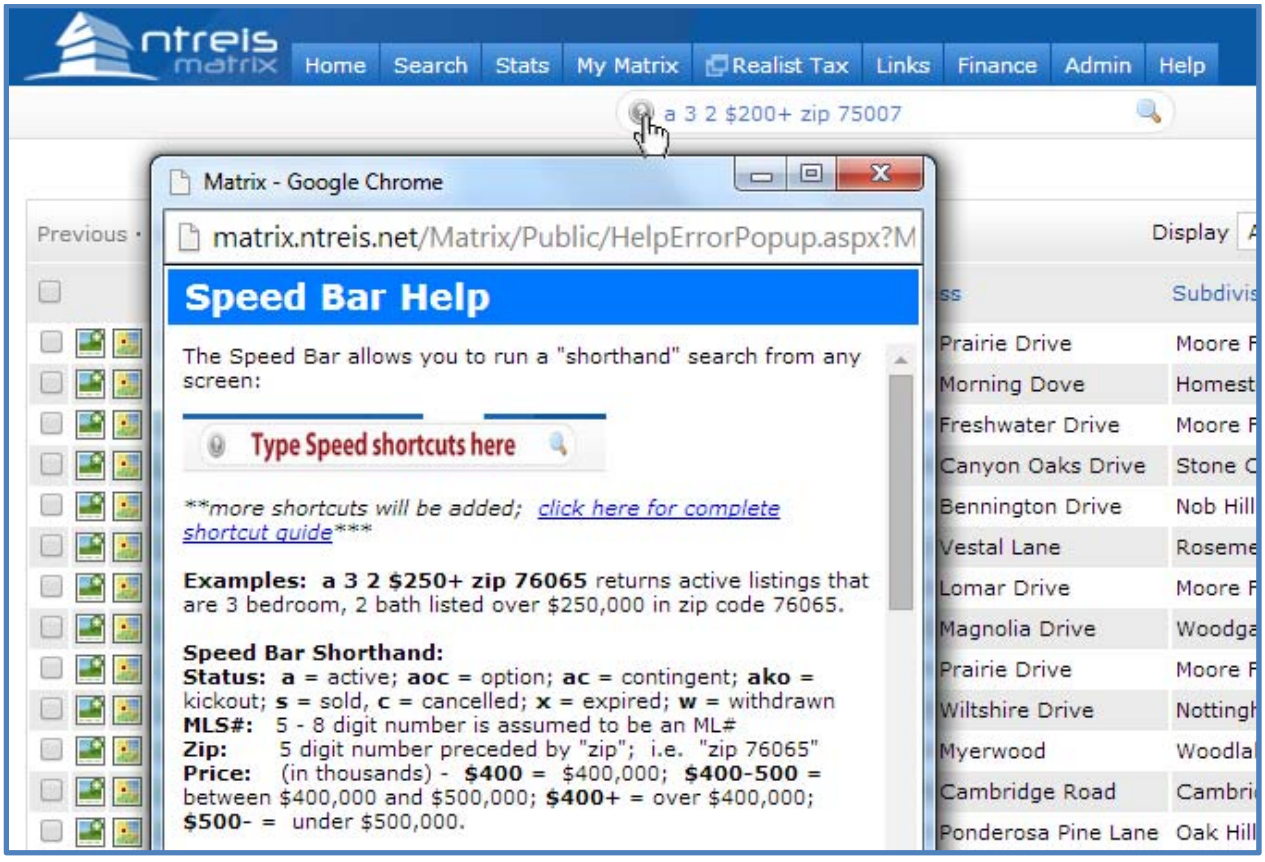
Listings Search

The Speed Bar can use abbreviations to search the MLS. For example,

a 3 2 $200+ zip 75007

returns listings that are Active with at least 3 bedrooms, 2 baths listed for $200,000 or more in the 75007 ZIP code.

The **Question Mark** icon brings up details about the searching shortcuts.


ntreis matrix
Home
Search
Stats
My Matrix
Realist Tax
Links
Finance
Admin
Help
a 3 2 $200+ zip 75007
Matrix - Google Chrome
matrix.ntreis.net/Matrix/Public/HelpErrorPopup.aspx?M
Speed Bar Help
The Speed Bar allows you to run a "shorthand" search from any screen:
Type Speed shortcuts here
more shortcuts will be added; click here for complete shortcut guide*
Examples: a 3 2 $250+ zip 76065 returns active listings that are 3 bedroom, 2 bath listed over $250,000 in zip code 76065.
Speed Bar Shorthand:
Status: a = active; aoc = option; ac = contingent; ako = kickout; s = sold, c = cancelled; x = expired; w = withdrawn
MLS#: 5 - 8 digit number is assumed to be an ML#
Zip: 5 digit number preceded by "zip"; i.e. "zip 76065"
Price: (in thousands) - $400 = $400,000; $400-500 = between $400,000 and $500,000; $400+ = over $400,000; $500- = under $500,000.
Previous
Display
Subdivis
Prairie Drive
Morning Dove
Freshwater Drive
Canyon Oaks Drive
Bennington Drive
Vestal Lane
Lomar Drive
Magnolia Drive
Prairie Drive
Wiltshire Drive
Myerwood
Cambridge Road
Ponderosa Pine Lane

MLS Number Searches

Entering a MLS Number brings up a specific listing.

Agent Searches

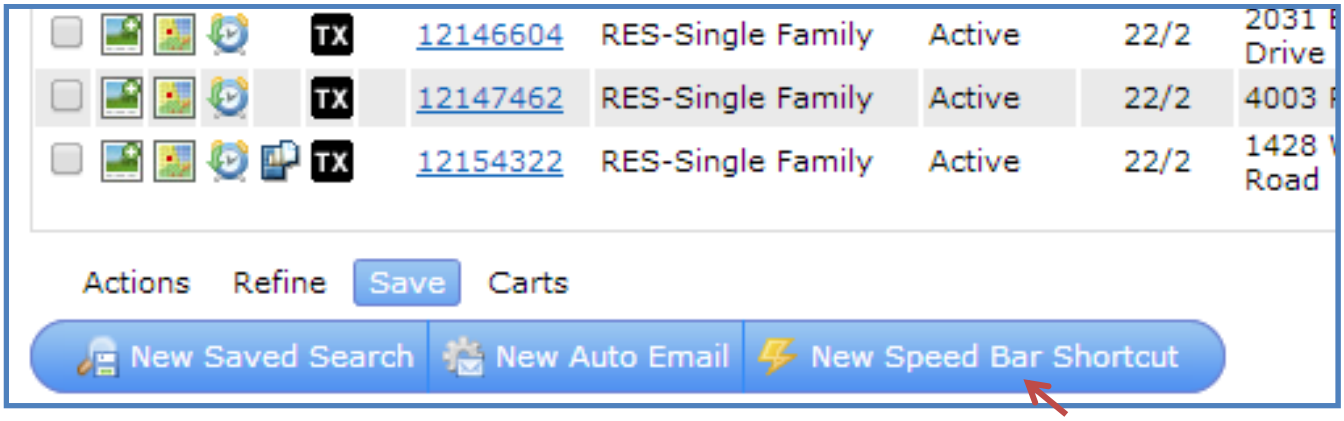
Entering **ag** or **agent** and an agent's name returns any active agent. If the full name is not known, **ag** or **agent** and the agent's last name can be entered.

Office Search

Entering **office** and an office's name will bring up any active office.

Saved Searches

Any search can be saved as a **New Speed Bar Shortcut**.



The search must be named and then saved.

Save a New Speed Bar Shortcut
Speed Bar Shortcut: /Carrollton
Description (optional):
Criteria: Status is 'Active'
Beds Total is 3+
Baths Total is 2+
Current Price is 200000+
Postal Code is '75007'
Existing Shortcuts
/cathy Beds Total is 3+
Baths Total is 2+
Postal Code is '75007'
Status is 'Active'
Current Price is 200000 to 250000
/Test1 Property Type is 'Residential'
Status is 'Active'
City is 'Carrollton '
Current Price is 300000 to 350000
/Grandma Property Type is 'Residential'
Status is one of 'Active', 'Active Contingent', 'Active Kick Out', 'Active Option Contract'
Latitude, Longitude is within 0.50 mi of 3212 Grantwood, dallas, tx
Cancel
Save

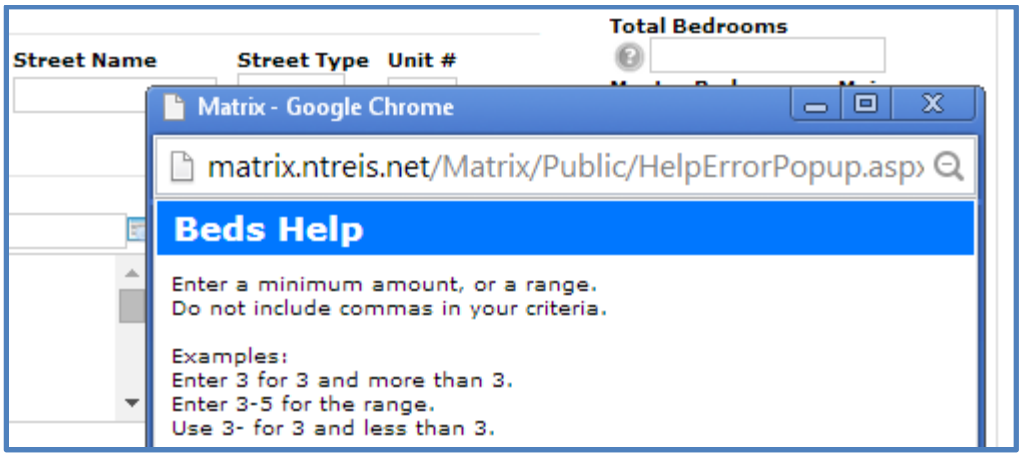
Once the search is saved, it can be access from the Speed Bar.

A brief tutorial for the Speed Bar is available at the MetroTex Matrix page www.DFWRealEstate.com/Matrix or directly from YouTube http://goo.gl/WYiUXx.

Additional Resources

Matrix Help

Throughout the system, the question mark icon indicates available help screens.



MetroTex Online Support

Find a wealth of information at the MetroTex Matrix Support page.

www.DFWRealEstate.com/Matrix

The site includes:

- **The NTREIS Matrix User Manual**
  - Download the latest version of the User Manual anytime.
- **The Calendar of NTREIS Matrix classes**
  - Register online for our one hour demonstration-only classes, two hour hands-on classes or three hour MCE classes.
- **Webinar Information**
  - Sign up for one of the live webinars training or watch a recorded session at your leisure.
- **Video Instruction**
  - Designed to be brief and informative for busy agents, these training videos include concise overviews of different parts of the system and MetroTex Matrix Minute clips for one-minute explanations of frequently used functions.